DTR 3003

JOB DESCRIPTION

CIA Faculty Advisor to the DIS

1. Represent the Central Intelligence Agency (CIA) with the Commandant, Defense Intelligence School (DIS) and serve as the channel for all DIS requirements for CIA training support including lecturers, briefings, tours, and training materials.

2. Obtain from appropriate CIA components, training materials requested by DIS and approved for their use.

3. Arrange for and schedule senior CIA lecturers and brief them, as necessary, on subject coverage and course backgrounds. If appropriate, introduce all CIA lecturers. Schedule approved CIA briefings and tours.

4. Monitor selected presentations including all CIA presentations and evaluate for the Director of Training/CIA, and for the Commandant/DIS, the quality of the presentation.

5. Advise the Commandant and Deputy Commandants/DIS, on program and course development and revision and assist the DIS faculty in such development and revision.

6. Prepare and present lectures and conduct seminars on matters concerning CIA and other matters as requested by the Commandant/DIS.

7. Assist the DIS faculty in the evaluation of students as requested.

8. Within the framework of "Need to know" and other security limitations, clarify for DIS Staff, faculty and students, questions concerning CIA.

9. Report to the Director of Training/CIA, on matters of interest and concern to CIA.

10. Be alert to the potential for CIA presentations of non CIA lecturers or speakers and for non CIA materials of possible value in CIA training.

11. Ensure that CIA personnel and material are used within applicable security limitations.

12. Present and maintain the CIA image at a continuing high level.

21 March 1963

This is the Job Description that I suggest we use for the Faculty Advisor who will be named to the DIS:

1. Serve as CIA advisor on course development and revision.

2. Act as Seminar director and advisor supervising the efforts of several students.

3. Participate in and conduct substantive discussions on matters of CIA doctrine and policy.

4. Schedule and arrange for CIA lecturers and advise them regarding course requirements in their speciality.

5. Research and prepare materials for the course, selecting appropriate textbooks, publications and classified materials.

6. Assist in the evaluation of students and report to the Director of Training on matters of interest and concern to CIA

STATINTL

FACULTY ADVISOR's JOB DESCRIPTION

1. Serve as CIA advisor on course development and revision.

2. Act as Seminar director and advisor supervising the efforts of several students.

3. Participate in and conduct substantive discussions on matters of CIA doctrine and policy.

4. Schedule and arrange for CIA lecturers and advise them regarding course requirements in their speciality.

5. Research and prepare materials for the course, selecting appropriate textbooks, publications and classified materials.

6. Assist in the evaluation of students and report to the Director of Training on matters of interest and concern to CIA.

DIS 65-0333

Executive Registry

63-556

DEPARTMENT OF DEFENSE
DEFENSE INTELLIGENCE AGENCY
WASHINGTON 25, D.C.

18 January 1963

U-5831/L-5

Lt General Marshall S. Carter
Deputy Director
Central Intelligence Agency
Washington 25, D.C.

Dear General Carter:

Thank you for your letter of 4 January extending best wishes
for the success of our newly established Defense Intelligence
School and offering your assistance to support our intelli-
gence training. I consider your suggestion of assigning a
CIA officer to duty on the faculty of the Defense Intelligence
School to be a desirable arrangement and fully agree that such
an arrangement should prove mutually beneficial.

STATINTL

[   ] will contact Mr. Baird to work out satisfactory
detailed arrangements. Your proposal and assurance of continued
support are deeply appreciated.

Sincerely,

JOSEPH F. CARROLL
Lieutenant General, USAF
Director

Next 3 Page(s) In Document Exempt